

SAMPLE FOLLOW-UP LETTER

- * **NOTE** - This follow-up letter should be used for purposes related to reconvening your system partners for quality improvement planning purposes.

Dear (Insert Colleague's Name Here):

I am both relieved and delighted to tell you that we have completed our local public health system standards assessment for (Insert Community Here) with relative ease and great cooperation from many of our "sister" agencies. A total of (Insert Number Here) organizations were represented in the workshops that took place on (Insert Date Here) and (Insert Date Here). Thanks to all for taking the time to participate. Despite the flaws in the process, I hope that you came away from the experience with a better understanding of the breadth of public health responsibility in today's world, the extent to which we are meeting these challenges, and where we may need to focus additional effort in the years ahead.

The (Insert Health Department Here) will be entering the data from our completed assessment very shortly, and submitting it to the Centers for Disease Control (CDC) for analysis. The CDC will then provide a summary report with our results that will be shared with all of you soon-there-after. Our intent is to hold a "summit" meeting toward in (Insert Date Here) to discuss the findings and to consider steps that we might take to improve our public health system in 2004 and beyond.

Again, thank you for your commitment to improving our community's public health. We will be in touch soon.

Sincerely,